

12 October 1992

**SERVICES**

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.
2. **Authority.** The 30-, 67-, 69-, 70-, 91-, 140-, 143-, 145-, 146-, 147-, 148-, 172-, 176-, and 900-series of Air Force (AF) and Air National Guard (ANG) directives contain AF and ANG policy and procedural guidance for the Services function. This ANGMS has been developed in accordance with procedures contained in AFR 25-5 and is the result of a functional review.
3. **Applicability.** This standard applies to all Air National Guard flying units plus the Combat Readiness Training Centers (CRTC) at Volk Field, WI; Phelps-Collins, MI; Savannah, GA; and Gulfport, MS. Excludes the four Air National Guard bases at Buckley, CO; Otis, MA; Rickenbacker, OH; and Selfridge, MI.
4. **Standard Data:**
  - a. **Classification.** Type III.
  - b. **Approval Date.** 10 Dec 91.
  - c. **Manpower Data Source.** Staffing Pattern.
  - d. **Standard Manpower Equation.**  $Y = 1$  (Constant Manpower).
  - e. **Workload Factor:** N/A
5. **Application Instructions.** Apply this standard using the manpower equation in Para 4d.
6. **Statement of Conditions.** This work center's normal hours of operation are 40 hours per week with a variance in daily operating hours from an 8 hour/5 day week, a 10 hour/4 day week, or a 9 hour/5 day week combined with a 3 day/9 hour and a 1 day/8 hour week.

**BY ORDER OF THE SECRETARY OF THE AIR FORCE:**

**JOHN B. CONAWAY**  
Lieutenant General, USAF  
Chief, National Guard Bureau

**OFFICIAL**

**E. DARDEN BAINES**  
Director  
Administrative Services

**2 Attachments**  
1. **Work Center Description**  
2. **Standard Manpower Table**

**No. of Printed Pages: 4**  
**OPR: ANGRG/MOE (Capt Castleberry)**  
**Approved by: Lt Gen Conaway**  
**Edited by: Ms. N. Salch**  
**Distribution: F, X**

## WORK CENTER DESCRIPTION

### Services

#### DIRECT:

- 1. MANAGEMENT.** Monitors and implements all Services readiness activities; manages all food service and service activities; plans, organizes, and controls proficiency, upgrade, and mobility training of personnel; manages all logistics, personnel support, funds management, and administration of the Prime RIBS (Readiness in Base Services) Program.
- 2. PRIME RIBS.** Develops and maintains unit disaster preparedness plans for RIBS teams; monitors readiness posture of the RIBS programs to ensure assigned personnel perform wartime mission of field feeding, field billeting, field linen, and laundry operations; monitors RIBS team manning, equipment, and training to ensure all requirements are identified and filled; reviews local exercises involving RIBS personnel; prepares team Status of Resources Training System (SORTS) on RIBS team members for formal field training TDY's; maintains Prime RIBS operation book; prepares reports on Prime RIBS exercises and deployments; develops, analyzes, and maintains mobility plans for Prime RIBS; prepares, coordinates, and manages budget for Prime RIBS team supplies and equipment; and participates as Prime RIBS representative to RIBS conferences, seminars, and workshops.
- 3. CONSUMER ADVOCATE.** Represents the commander and base personnel on matters pertaining to commissary and base exchange privileges. Serves as base OPR for all directives within the 90-, 140-, 143-, 146-, and 147-series of USAF/ANG, and base regulations and coordinates with the Air National Guard Readiness Center on all matters relating to base service functions.
- 4. MORTUARY AFFAIRS.** Arranges mortuary services for eligible Air National Guard personnel; receives verification of death; prepares initial death report; coordinates with next-of-kin on remains disposition and briefs on entitlements; obtains mortuary services; provides Quality Assurance Evaluation (QAE) for contracted remains processing; arranges for honors detail for funeral services; prepares follow-up death report; plans, organizes, leads, and controls the Base Search and Recovery (SAR) program; identifies and trains team members from base personnel; trains and assigns services personnel in key operations; functions as point of contact for SAR operations; coordinates with on-scene commander and mortuary officer prior to beginning SAR operations; briefs SAR team members; ensures recovery of remains is complete; prepares SAR operations documentation; coordinates with coroners for release of remains; coordinates with required agencies to ensure positive identification of remains.
- 5. FOOD OPERATIONS.** Manages the planning, budgeting, preparation, and serving of the unit's feeding operation; provides and accounts for subsistence, storage space utilization, expendable supplies, and equipment; coordinates food service activity with commissary and other base organizations; prepares, maintains, and verifies case collection records, inventory adjustments, cook requisitions, dining hall supply records, and applicable AF/ANG food service records; validates food deliveries, ensures food preparation according to USAF standards and performs cash control; participates on menu planning board; evaluates military dining facilities; provides in-house training programs for food service personnel; and submits quarterly accounting reports to gaining MAJCOM.
- 6. BILLETING.** Manages, coordinates, and controls room assignments; accounts for and issues room keys and linen; briefs occupants of dormitory regulations; maintains administrative folders for each dormitory room; manages occupancy rates and prepares applicable documentation for occupancy; terminates room assignments; inspects rooms, reports damage and missing property; ensures keys and linen are returned; issues certificates of clearance; briefs dormitory detail personnel; monitors energy conservation; accompanies fire inspectors on dormitory reviews; maintains facilities in fire safe condition; develops budget estimate; maintains and distributes supplies and equipment; manages contract quarters program; inspects contract hotels semiannually with base fire chief; issues billeting slips; audits, certifies, and submits for payment billings from contract hotels. Budgets for the meal chit program, provides and accounts for meal chit authorization, submits for payment, and provides quality assurance for all contractual programs.
- 7. LINEN EXCHANGE.** Establishes schedule for receiving and issuing linen to customers; establishes minimum and maximum stock level; provides for linen replacement; accomplishes turn-in of unserviceable items; maintains linen security and sanitary storage facilities; prepares and maintains supply documents and inventory/accounting records; conducts physical inventories; monitors purchase, laundry and dry cleaning contracts; and manages in-house training programs for section personnel.

**8. FURNISHING MANAGEMENT.** Operates furnishing management office, directs distribution of furnishings, and performs tailgate pick-ups; issues furnishings to individuals or organizations; establishes schedules for receiving and issuing items; prepares and maintains purchase requests, issue/turn in requests, cash collection vouchers, and requisition documents; conducts physical inventories and develops budget estimates; administers contracts for furnishings purchases; provides for replacement of unserviceable items; ensures stock rotation and maintains sanitary facilities; reports work requirements, makes service calls, and prepares work requests for installation of new equipment.

**9. UNIT TRAINING ASSEMBLY (UTA) PREPARATION.** Prepares training material to ensure military personnel will meet contingency requirements upon mobilization.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Services/460001			Y = 1 (Constant Manpower)								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services	623X0	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											